**Application for a New Educational Services Permit**

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|  **Details Concerning the Applicant** |
| Name of the Applicant |  | Nationality |  |
| Occupation |  |  |  |
| Address |  |
| Mobile No |  | Office No. |   |  Fax No: |  |
| E-mail Address |  |
|  **Shareholder(s)/Founder(s) Details** |
| Name  | Nationality | Percentage of Shares | Mobile No. | Email Address |
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|  |   |   |  |  |
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|  |   |   |  |  |
| Total Capital (AED) |   |
| Negotiator / Legal Representative's Name (If Applicable) |  |
| Mobile No. |   | E-mail Address |   |
| **School proposed names (Please include 3 options)** |
| Suggested Names | English | Arabic |
| Option (Provide a copy of the name reservation certificate from Department of Economic Development ) |   |   |
| Option – 2  |   |   |
| Option – 3  |   |   |
| **Proposed Tuition Fees (Per Year)** |
| Grade | Total yearly Fees | Installments |  | Grade | Total yearly Fees | Installments |
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| **Undertaking** |
| By signing below, I hereby certify that I am an authorized party who has the capacity and authority to make this Application for the permit with KHDA. I also certify that all information provided is correct to the best of my knowledge. I further certify that I have read and understood the KHDA Board Resolution and shall comply with all regulations in force by KHDA. I also agree to submit all documents as per the checklist (Part - 2) within 60 days of the initial Academic Plan approval. I also accept to settle all fee(s) that are applicable as a result of this Application. |
| **Name of Applicant**  | **Signature** | **Date:** |
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 **Requirement list of Documents for a New Educational Services Permit**

 **Part 1 Documents**

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| **1** | Completed new Educational Service Permit Application Form. |
| **2** | Soft copies of the Academic Plan (attached Elements of Academic Plan) |
| **3** | Suggested location and copy of the site map |
| **4** | **Part 2 Documents**Once the Academic Plan has been granted initial approval, the following documents should be submitted to register the school with the respective commercial authority |
|  | * **Individual Person**
 | * **Corporate**
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| **3** | Details of shareholder (s)1. A document setting out the personal details (CV) of individual shareholder(s)
2. Valid Passport copy of individual shareholder(s)
3. Original letter of Recommendation by Bank for each Shareholder
4. Specimen signature of individual shareholder(s) – template provided
 | 1. Original or Notarized copy of Trade License/Certificate of Incorporation
2. Original or Notarized copy of Memorandum and Articles of Association
3. Original Certificate of Good Standing (if company is more than 2 years old)
4. Notarized Board Resolution calling for the establishment of School provider, and appointing Manager/Representative
5. Manager/ Representative Details
6. A document setting out the personal details (CV)
7. Valid Passport copy
8. Original letter of Recommendation by Bank
9. Specimen signature – template provided
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| **4** | Copy of the school drawings - if not available please ensure the submission of drawings is done at a later stage in order to get the proper approval from the respective authority. |
| **5** | Copy of the Land Lease Agreement |
|  **Part 3 Documents**  The following documents are required to be submitted to KHDA in order to collect the full fledged Educational Services Permit |
| **1** | Copy of the current commercial/professional license from the Department of Economic Development (DED) or Free Zone Authority (as applicable) |
| **2** | a. Memorandum and Article of Association M.O.A, A.O.A (as applicable)b. Original copy of Board Resolution (as applicable)The above documents to be attested by the Notary Public |
| **3** | Copy of the Completion Certificate from Dubai Municipality or Free Zone Authority (as applicable) |
| **4** | Certificate of No Objection from Dubai Health Authority |
| **5** | Valid copy of doctor’s and nurse’s health card |
| **6**  | Copy of EHS certificate from the competent Health and Safety Authority- Civil Defense |
| **7** | Signed Certificate of Authorization -template provided |
| **8** | Appointment letters of principal (Principal appointment application attached) |
| **9** | Annual calendar for current academic year |
| **10** | Signed Undertaking that the school will comply with KHDA’s rules and regulations |
| **11** | Educational Service Permit Fees. |

**Notes:**

* KHDA reserves the right to ask for attestation of documents by other authorities, as may be necessary.
* KHDA reserves the right to call for any additional documentation when required, where necessary.
* All legal documents must be either in Arabic or English. Documents in any other languages must be accompanied by a certified English or Arabic translation.

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| **Applicant’s Signature**  | **Date**  |
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